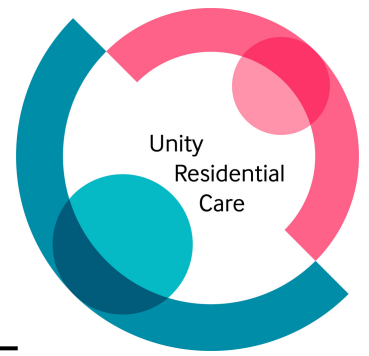


Unity Residential Care - Application Form



If you have a disability which makes it difficult to complete this document or participate in any part of our recruitment process, please contact us and we will be happy to discuss reasonable adjustments which can be made to assist you.

Job Applied:

Job Vacancy:

Establishment:

1. About you

Surname:

First Name(s):

Address:

Home Phone:

Mobile Phone:

Postcode:

Email:

Where did you see this post advertised/hear about the vacancy?

Do you have the Right to Work in the UK? Yes/No

Do you hold a full current driving license? Yes/No

National Insurance Number:

Are you aged over 21? (Reg required for some posts) Yes/No

[At interview you will be asked to produce documentary evidence]

2. Who do you currently work for?

Employer:

Your Job Title:

Address:

Date you started:

Type of business:

Postcode:

Notice required:

Present salary:

Briefly describe the main aspects of your current role:

Your reason for seeking other employment?

3. Who have you worked for in the past?

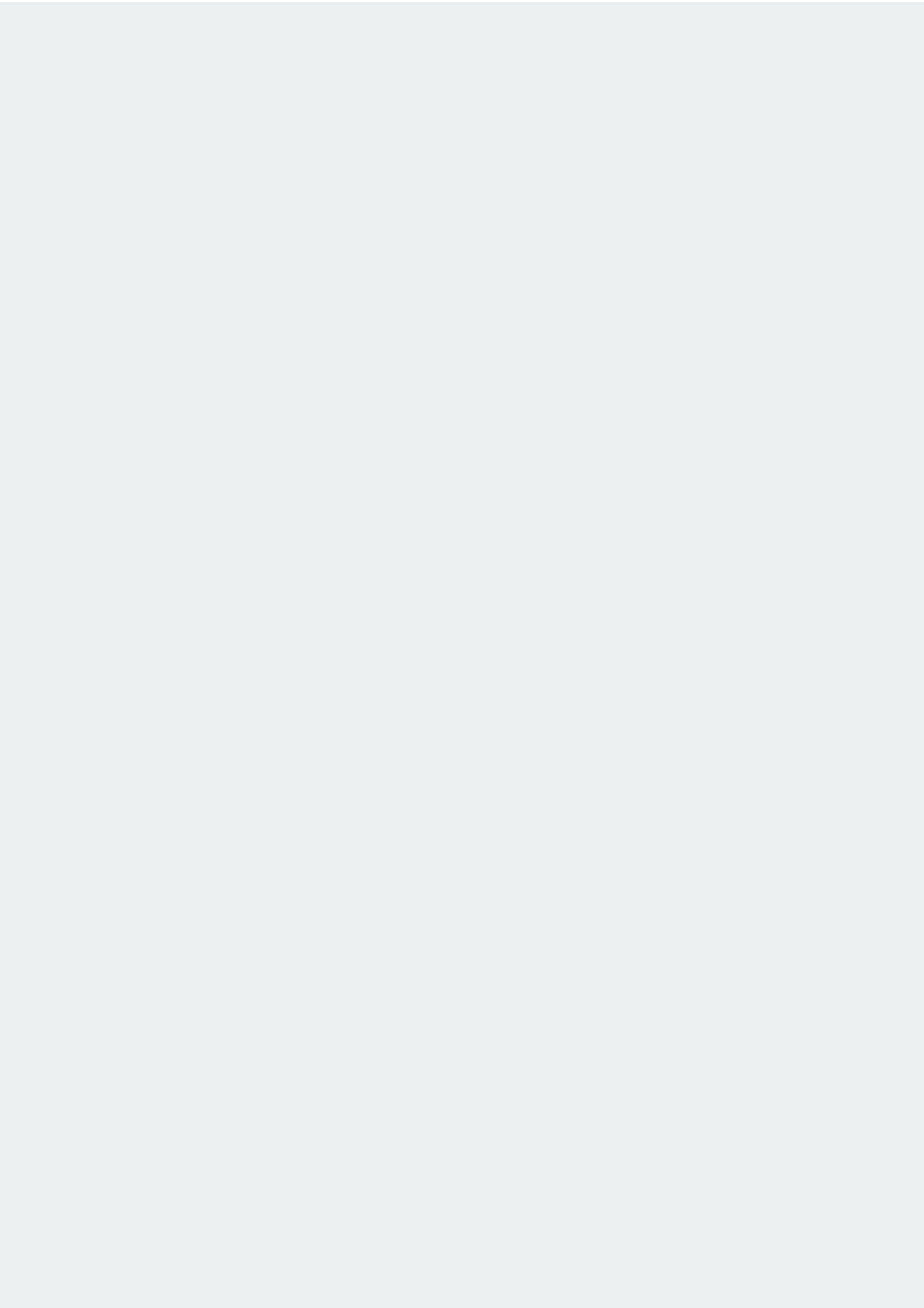
Tell us about your work experience. Start with the most recent prior to your current employment. Remember to include any voluntary work experience.

Employment history:			
Name and Address of employer:	Job title and brief outline of duties:	Dates From – To (month and year required)	Salary and reason for leaving:

Please use a separate sheet if needed.

Briefly describe the main aspects of your current role:

Separate Sheet



5. Please give details of any experience of working with Children & Young People

Use as much of this space as you wish to explain your experience of working with Children and Young People with emotional & behavioral disorders and/or mental health problems

6. Referees

Please give the name of your current and most immediate previous employer, please also provide a character reference.

If you have only one work referee, your second referee may be a character referee. If you have no previous work experience, you may use your Head Teacher or Tutor's name and your second referee should be a character referee.

None of the above should be related to you and must be professional references

Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Tel no:	<input type="text"/>	Tel no:	<input type="text"/>

If neither of the above is your present employer please give reasons:

May references be taken up without further approval? Yes/No

Character reference

Name:	<input type="text"/>	Organisation:	<input type="text"/>
Position:	<input type="text"/>	Relationship to you:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
		Tel no:	<input type="text"/>

7. Declaration

Signature of this document indicates that you have read the job description and any other information issued relating to the vacancy and can comply with its requirements. In addition it indicates that all the information given by you is accurate. Incomplete or misleading information may, on discovery, result in summary dismissal.

Signature:

Date:

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Due to the nature of Unity Residential care who work with children and young people, we use the Criminal Records Bureau's Disclosure Service to make checks at an enhanced level on all persons offered employment by Unity Residential care.

DATA PROTECTION ACT:

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for 12 months and then destroyed. If you are a successful candidate, relevant information may be taken from this form and used as part of your personnel record. Disclosures will only be made for payroll and personnel administration procedures.

Unity Residential care is an Equal Opportunities employer

It is our policy to select employees solely on job-related criteria irrespective of race, sex, disability, marital status, age etc. To make sure all the recruitment decisions reflect the aims of the Equal Opportunities policy we monitor all stages of our recruitment and selection process.

In order to do this we require all job applicants to provide the information requested below.

The information you provide will be removed and will not be seen by anyone involved in any stage of the selection process.

Name: Job applied for:

Job vacancy no. (where applicable)

Where did you hear about this job vacancy?

Personal Details

Date of birth:

Marital Status: Single Married Civil Partnership
Divorced Widowed

Are you the sole or main career for any dependents? Yes/No

Religion or Belief

What is your religion or belief?

Buddhist Christian Hindu Jewish Muslim Sikh

Atheist Agnostic Other (Please specify)

Ethnic Origin

How would you describe your ethnic origin?

Asian Bangladeshi Black Black African Black Caribbean

Chinese Indian Pakistani White Arab

Other (Please specify)

Sexual Orientation

Heterosexual Bisexual Lesbian Transgender Gay man

Nationality:

Please specify

Disability

The Disability Discrimination Act 1995 describes a 'disabled person' as a person with a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Do you have such a disability? Yes/No

If YES, please provide details below: